



REQUEST FOR PROPOSAL (RFP) PROFESSIONAL SERVICES

Quality Assurance Under the Lake County Go Green Get Green Rebate Program

RFP Number: <u>11-0224</u>	Contracting Officer: <u>Barnett Schwartzman</u>
Proposal Due Date: <u>24 Aug 11</u>	Pre-Proposal Conference Date: <u>Not applicable</u>
Proposal Due Time: <u>3:00 p.m.</u>	RFP Issue Date: <u>26 Jul 11</u>

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SPECIFIC SOLICITATION REQUIREMENTS ARE AS NOTED BELOW:	
Proposal and/or Performance Bond:	Not applicable
Certificate of Competency/License:	Not applicable
Indemnification/Insurance:	See Section 1.8
Pre-Proposal Conference/Walk-Thru:	Not applicable

At the date and time specified above, all proposals that have been received in a timely manner will be opened, recorded, and accepted for consideration. The names of the vendors submitting proposals will be read aloud and recorded. The proposals will be available for inspection during normal business hours in the Office of Procurement Services within ten (10) working days after the proposal due date. A separate contractual document will be signed by the County and the awarded firm.

NO-RESPONSE REPLY

If any vendor does not want to respond to this solicitation at this time, or, would like to be removed from Lake County's Vendor List, please mark the appropriate space, complete name below and return this page only.

- ☐ Not interested at this time; keep our firm on Lake County's Vendors List for future solicitations for this product / service
- ☐ Please remove our firm from Lake County's Vendor's List for this product / service.

VENDOR IDENTIFICATION

Company Name: _____	Phone Number: _____
E-mail Address: _____	Contact Person: _____

Section 1.1: Purpose

The purpose of this solicitation is to contract with a private sector vendor to complete various quality assurance efforts, as described in Section 2 of this Request for Proposals, in support of the County's "Go Green-Get Green" rebate program under the Lake County Energy Efficiency and Conservation Block Grant (EECBG).

Section 1.2: Designated Procurement Representative

Questions concerning any portion of this solicitation shall be directed in writing [fax and e-mail accepted] to the below named individual who shall be the official point of contact for this solicitation. Questions should be submitted no later than five (5) working days before the proposal due date.

B. Schwartzman, Procurement Services Director
Lake County BCC
Procurement Services Office
315 W. Main Street, Room 441
PO BOX 7800
Tavares, FL 32778-7800

Phone : 352.343.9839 Fax : 352.343.9473
E-mail: bschwartzman@lakecountyfl.gov

No answers given in response to questions submitted shall be binding upon this solicitation unless released in writing as an addendum to the solicitation by the Lake County Procurement Services office.

Section 1.3: Method of Award – Considering Qualifications and Pricing

Award will be made to the vendor who submits the overall proposal that is judged to provide the best value to the County. Proposals will be evaluated based upon the following criteria:

1. Experience: previous experience with similar work in similar fields
2. Staffing: qualifications and depth of the staff that will perform the work.
3. Project Approach: the firm's overall capability to develop a project plan and approach that will meet the requirements of the stated program
4. Degree of participation of Lake County public and/or private sector entities incorporated within the responding vendor's approach.
5. Relative costs proposed by the responding vendor
6. Reports from direct and indirect references.
7. Responsiveness and completeness of the written proposal to these instructions with regard to the Scope of Services.
8. Other relevant criteria.

Section 1.4: Pre-Proposal Conference

Not applicable

Section 1.5: Term of Contract - Upon Acceptance of Goods or Services

The performance period under this contract shall commence upon the date of contract signature, or issuance of purchase order or Notice To Proceed, and shall remain in effect until such time as the services acquired in conjunction with this solicitation and resulting contract have been delivered and/or completed, and accepted by the County's authorized representative. The anticipated operating period for the contract is fifteen months, but may extend further until all effort required to be performed by the vendor is completed.

Section 1.6: Option to Renew

Not applicable

Section 1.7: Method of Payment – Periodic Payments for Tasks Completed

The County shall provide periodic payments for tasks completed by the vendor as described in the pricing section of this solicitation. In order for the County to provide payment, the vendor shall submit a fully documented invoice that provides the basic information set forth below. The invoice shall be submitted to the County department within thirty (30) calendar days after the service has been rendered. It shall be understood that such invoices shall not be submitted for payment until such time as the service and deliverable for the task has been completed and a County representative has reviewed and approved the service and deliverable.

All invoices shall contain the contract and/or purchase order number, date and location of delivery or service, and confirmation of acceptance of the goods or services by the appropriate County representative. Failure to submit invoices in the prescribed manner will delay payment, and the vendor may be considered in default of contract and its contract may be terminated. Payments shall be tendered in accordance with the Florida Prompt Payment Act, Part VII, Chapter 218, Florida Statutes.

Section 1.7.1: Special Invoicing Requirement Associated with Federal Requirements

As described in further detail in provision 1.17 of this solicitation, responding vendors are hereby advised that the work to be provided under this solicitation is funded through a U.S. Department of Energy (DoE) Energy Efficiency and Conservation Block Grant (EECBG) under the American Recovery and Reinvestment Act (ARRA) of 2009. One of the reporting requirements associated with these funding instruments is to provide detailed information regarding the number of staffing hours expended in the completion of work supported by ARRA funds. The primary purpose of this information is to quantify job creation data in conjunction with the provision of the ARRA funds.

Vendors are therefore and hereby advised that every invoice submitted for performance of work

hereunder must include a list of all hours expended by vendor personnel in support of the work for which the invoice is tendered and for the overall work effort. The list shall state:

1. the name, job classification, and total hours expended by that individual in support of the specific work effort represented under the specific invoice.
2. a summary total of all hours expended by classification and by overall total for the work represented by the specific invoice.
3. a cumulative summary of total hours by classification and overall total hours for all work performed under the contract.

If the prime contractor has utilized a subcontractor, the prime will be responsible for including the information described in 1, 2, and 3 above regarding any subcontractor work hours expended in support of the specific invoice, and for the overall work effort as well.

Section 1.8: Insurance

Each vendor shall include in its solicitation response package proof of insurance capabilities, including but not limited to, the following requirements: [This does not mean that the vendor must have the coverage prior to submittal, but, that the coverage must be in effect prior to a purchase order or contract being executed by the County.]

An original certificate of insurance, indicating that the awarded vendor has coverage in accordance with the requirements of this section, shall be furnished by the vendor to the Contracting Officer within five (5) working days of such request and must be received and accepted by the County prior to contract execution and/or before any work begins.

The vendor shall provide and maintain at all times during the term of any contract, without cost or expense to the County, policies of insurance, with a company or companies authorized to do business in the State of Florida, and which are acceptable to the County, insuring the vendor against any and all claims, demands or causes of action whatsoever, for injuries received or damage to property relating to the performance of duties, services and/or obligations of the vendor under the terms and provisions of the contract. The vendor is responsible for timely provision of certificate(s) of insurance to the County at the certificate holder address evidencing conformance with the contract requirements at all times throughout the term of the contract.

Such policies of insurance, and confirming certificates of insurance, shall insure the vendor is in accordance with the following minimum limits:

General Liability insurance on forms no more restrictive than the latest edition of the Occurrence Form Commercial General Liability policy (CG 00 01) of the Insurance Services Office or equivalent without restrictive endorsements, with the following minimum limits and coverage:

Each Occurrence/General Aggregate	\$1,000,000/2,000,000
Products-Completed Operations	\$2,000,000

Personal & Adv. Injury	\$1,000,000
Fire Damage	\$50,000
Medical Expense	\$5,000
Contractual Liability	Included

Automobile liability insurance, including owned, non-owned, and hired autos with the following minimum limits and coverage:

Combined Single Limit	\$1,000,000
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Workers' compensation insurance based on proper reporting of classification codes and payroll amounts in accordance with Chapter 440, Florida Statutes, and/or any other applicable law requiring workers' compensation (Federal, maritime, etc). If not required by law to maintain workers compensation insurance, the vendor must provide a notarized statement that if he or she is injured; he or she will not hold the County responsible for any payment or compensation.

Employers Liability insurance with the following minimum limits and coverage:

Each Accident	\$1,000,000
Disease-Each Employee	\$1,000,000
Disease-Policy Limit	\$1,000,000

Professional liability and/or specialty insurance (medical malpractice, engineers, architect, consultant, environmental, pollution, errors and omissions, etc.) insurance as applicable, with minimum limits of \$1,000,000 and annual aggregate of \$2,000,000.

The following additional coverage must be provided if a dollar value is inserted below:

Loss of Use at coverage value: \$ _____
 Garage Keepers Liability at coverage value: \$ _____

Lake County, a Political Subdivision of the State of Florida, and the Board of County Commissioners, shall be named as additional insured as their interest may appear on all applicable liability insurance policies.

The certificate(s) of insurance, shall provide for a minimum of thirty (30) days prior written notice to the County of any change, cancellation, or nonrenewal of the provided insurance. It is the vendor's specific responsibility to ensure that any such notice is provided within the stated timeframe to the certificate holder.

Certificate(s) of insurance shall identify the applicable solicitation (ITB/RFP/RFQ) number in the Description of Operations section of the Certificate.

Certificate holder shall be:

**LAKE COUNTY, A POLITICAL SUBDIVISION OF THE STATE OF
 FLORIDA, AND THE BOARD OF COUNTY COMMISSIONERS.**

P.O. BOX 7800
TAVARES, FL 32778-7800

Certificates of insurance shall evidence a waiver of subrogation in favor of the County, that coverage shall be primary and noncontributory, and that each evidenced policy includes a Cross Liability or Severability of Interests provision, with no requirement of premium payment by the County.

The Vendor shall be responsible for subcontractors and their insurance. Subcontractors are to provide certificates of insurance to the prime vendor evidencing coverage and terms in accordance with the Vendor's requirements.

All self-insured retentions shall appear on the certificate(s) and shall be subject to approval by the County. At the option of the County, the insurer shall reduce or eliminate such self-insured retentions, or the vendor or subcontractor shall be required to procure a bond guaranteeing payment of losses and related claims expenses.

The County shall be exempt from, and in no way liable for, any sums of money, which may represent a deductible or self-insured retention in any insurance policy. The payment of such deductible or self-insured retention shall be the sole responsibility of the vendor and/or subcontractor providing such insurance.

Failure to obtain and maintain such insurance as set out above will be considered a breach of contract and may result in termination of the contract for default.

Neither approval by the County of any insurance supplied by the vendor or Subcontractor(s), nor a failure to disapprove that insurance, shall relieve the vendor or Subcontractor(s) of full responsibility for liability, damages, and accidents as set forth herein.

Section 1.9: Bonds

Not applicable

Section 1.10: Delivery

Per requirements stated in Section 2, Scope of Work

Section 1.11: Acceptance of Services

The services rendered as a result of an award from this solicitation shall not be deemed complete, until accepted by the County and shall be in compliance with the terms herein, fully in accord with the specifications and of the highest quality.

In the event that the service does not conform to the specifications, the County reserves the right to terminate the contract and will not be responsible to pay for any such service.

Section 1.12: Warranty

Not applicable to this solicitation.

Section 1.13 Delivery of Solicitation Response

Unless a package is delivered by the vendor in person, all incoming mail from the U.S. Postal Service and any package delivered by a third party delivery organization (FedEx, UPS, DHL, private courier, etc.) will be opened for security and contamination inspection by the Lake County Clerk of the Circuit Court Mail Receiving Center in an off-site secure controlled facility prior to delivery to any Lake County Government facility, which includes the Lake County Procurement Services office.

To be considered for award, a bid or proposal must be received and accepted in the Procurement Services Office prior to the date and time established within the solicitation. Allow sufficient time for transportation and inspection.

Each package shall be clearly marked with the applicable solicitation number, title, and company name. Ensure that your bid or proposal is securely sealed in an opaque envelope/ package to provide confidentiality of the bid or proposal prior to the due date for the solicitation.

If you plan on submitting your bid or proposal **IN PERSON**, please bring it to:

LAKE COUNTY PROCUREMENT SERVICES
315 W. MAIN STREET
4TH FLOOR, ROOM 441
TAVARES, FLORIDA

If you submit your bid or proposal by the **UNITED STATES POSTAL SERVICE, (USPS)** please mail it to:

LAKE COUNTY PROCUREMENT SERVICES
PO BOX 7800
TAVARES, FL 32778-7800

If you submit your bid or proposal by a **THIRD PARTY CARRIER** such as FedEx, UPS, or a private courier, please send it to:

LAKE COUNTY PROCUREMENT SERVICES
MAIL RECEIVING CENTER
32400 COUNTY ROAD 473
LEESBURG, FL 34788

Facsimile (fax) or electronic submissions (e-mail) will not be accepted.

Section 1.14: Completion Requirements for Request For Proposal (RFP) – Professional Services

An original proposal and three (3) complete copies of the proposal submitted by the vendor shall be sealed and delivered to the Procurement Services office no later than the official proposal due date and time. Any proposal received after this time will not be considered and will be returned unopened to the submitter. The County is not liable or responsible for any costs incurred by any vendor in responding to this RFP including, without limitation, costs for product and/or service demonstrations if requested. When you submit your proposal, you are making a binding offer to the County.

Each proposal shall be prepared simply and economically, providing a straightforward, concise description of the proposer's capabilities to satisfy the conditions and requirements of this RFP. Fancy bindings, colored displays, and promotional material are not desired. Emphasis in each proposal must be on completeness and clarity of content. The County emphasizes that the proposer should concentrate on accuracy, completeness, and clarity of content.

To facilitate analysis of its proposal, the proposer shall prepare its proposal in accordance with the instructions outlined in this section. If the proposal deviates from these instructions, such proposal may, in the County's sole discretion, be rejected.

Page Size and Format: Page size shall be 8.5 x 11 inches, not including foldouts. The text size shall be 11 point or larger.

Section 1.14.1 Proposal Content and Format

The following items shall be included and submitted with your proposal:

- | | |
|--------|--|
| Tab A: | RFP Coversheet completed. |
| Tab B: | Statement of Interest – to be submitted on the firm's letterhead and include the following: <ol style="list-style-type: none">1. Concisely state the firm's understanding of the required services.2. Include any additional relevant information your firm wishes to provide that is not specifically requested elsewhere in the RFP.3. The signature on the statement shall be that of a person authorized to represent and bind the firm. |
| Tab C: | Proposed Solution/ Approach: Proposer shall describe and illustrate their proposed method and/or process for completing the requirements and goals stated in Section 2, Statement of Work. This information must be sufficiently detailed to enable County evaluation of the vendor's proposed solution. Multiple alternate solution proposals may be submitted by the same proposer. Each different solution shall be tabbed numerically and |

shall comprise a complete approach for the proposed alternate (ie; avoid cross-references to the primary approach or other alternates).

- Tab D: Completed Firm Profile Form (blank copy attached at Section 5 of this RFP). Attach proof of license to practice in Florida.
- Tab E: Completed Team Composition Form (blank copy attached at Section 5 of this RFP). Provide one (1) form for each key person proposed to be assigned to this project. Brief resumes may also be attached in addition to completing the form.
- Tab F: Completed Similar Projects Form (blank copy attached at Section 5 of this RFP). Provide evidence of at least five (5) verifiable similar work efforts performed by your firm within the last three (3) years, preferably for other public sector organizations in the State of Florida and most preferably for other County entities. Examples should illustrate the vendor's most current qualifications relevant to this project. (Make copies of this form as needed.)
- Tab G: Pricing/Certifications/Signature Forms. Include a fully completed copy of Section 4 of this RFP to include completed pricing, authorized signature, response to certifications, and acknowledgement of any addenda.
- Tab H: Proof of Insurance. Provide either a completed Accord form or a signed letter from your insurance agency on its letterhead stating that you have or can get the required insurance coverage.
- Tab I: Sub-Contractors. Provide a list of any proposed sub-contractors or joint venture arrangements that may be used on the project.
- Tab J: Financial Stability. Each proposer shall certify and provide a statement that it is financially stable and has the necessary resources, human and financial, to provide the services at the level required by County.

Section 1.15: Key Contractor Personnel

In submitting a proposal, the proposer is representing that each person listed or referenced in the proposal shall be available to perform the services described for the Lake County Board of County Commissioners, barring illness, accident, or other unforeseeable events of a similar nature in which case the proposer must be able to promptly provide a qualified replacement. In the event the proposer wishes to substitute personnel, the proposer shall propose a person with equal or higher qualifications and each replacement person is subject to prior written County approval. In the event the requested substitute person is not satisfactory to the County and the matter cannot be resolved to the satisfaction of the County, the County reserves the right to cancel the contract for cause.

Section 1.16: Public Records/ Copyrights

All electronic files, audio and/or video recordings, and all papers pertaining to any activity performed by the contractor for or on behalf of the County shall be the property of the County and will be turned over to the County upon request. In accordance with Chapter 119, Florida Statutes, each file and all papers pertaining to any activities performed for or on behalf of the County are public records available for inspection by any person even if the file or paper resides in the contractor's office or facility. The vendor shall maintain the files and papers for not less than three (3) complete calendar years after the project has been completed or terminated, or in accordance with any grant requirements, whichever is longer. Prior to the close out of the contract, the contractor shall appoint a records custodian to handle any records request and provide the custodian's name and telephone number(s) to the Contracting Officer.

Any copyright derived from any agreement derived from this solicitation shall belong to the author. The author and the contractor shall expressly assign to the County nonexclusive, royalty free rights to use any and all information provided by the contractor in any deliverable and/or report for the County's use which may include publishing in County documents and distribution as the County deems to be in the County's best interests. If anything included in any deliverable limits the rights of the County to use the information, the deliverable shall be considered defective and not acceptable and the contractor will not be eligible for any compensation.

Section 1.17: Special Notice to Vendors Regarding Federal Requirements

Responding vendors are hereby advised that the study and related effort to be contracted for under this solicitation is funded by the American Recovery and Reinvestment Act (ARRA) of 2009 through a U.S. Department of Energy (DoE) Energy Efficiency and Conservation Block Grant (EECBG). The selected vendor (and any subcontractor utilized by the prime contractor) for this project shall comply with all terms and conditions of the applicable grant (identified below), and the special terms and conditions associated with that grant (also identified below). Should any requirements or conditions of the County's scope of services or associated contract conflict with any aspect of the grants, the grant requirements shall prevail as the applicable requirement. A copy of the grant and a set of associated special terms and conditions applicable to the grant are accessible on the County procurement website as additional documents associated with this Request for Proposal.

- EECBG Grant DE-EE0000786/001
- Special Terms and Conditions for EECBG Grant DE-EE0000786/001

Upon award of a contract resulting from this solicitation, the vendor shall utilize the U.S. Department of Homeland Security's E-Verify system in accordance with the terms governing use of the system to confirm the employment eligibility of:

- 1) All persons employed by the vendor during the term of the contract to perform employment duties within Lake County; and
- 2) All persons, including subcontractors, assigned by the vendor to perform work pursuant to the contract.

QUALITY ASSURANCE UNDER THE LAKE COUNTY GO GREEN GET GREEN REBATE PROGRAM

Review and evaluation of energy efficiency projects installed by independent contractors in order to verify rebate eligibility, examine the quality of installation and calculate energy savings achieved or to be achieved. Quality assurance ensures all program standards are adhered to including customer and equipment requirements. Quality Assurance also verifies quality of contractor workmanship, effectiveness of installed measures, and accuracy of calculations of energy cost savings and green house gas reductions. Inspections are performed to verify eligibility for rebates. The successful bidder will inform rebate applicants, the contractor and Lake County of findings and potential consequences and remedies for work not meeting the standards specified by the program. This work requires a significant amount of field presence and travel within Lake County.

Required Qualifications:

- Demonstrated experience in building science specific to heating, cooling, lighting, plumbing, weatherization, and/or other energy efficiency products and projects
- Florida State Certified Inspector as Building, Plumbing, Mechanical, Commercial Electrical, Residential Electrical inspector, or One and Two Family Dwelling Inspector for residential buildings, required per Florida Statue 468.604 (2)
- Familiarity with local, state and federal building codes and ordinances
- Demonstrated experience in customer service and customer issue resolution
- Proficient in computer skills, utilization, and file management
- Proficient in the use of digital cameras and camera software
- The selected vendor will be required to complete the Private Provider Plan Compliance Affidavit, Form 9B-3.053-2002-02 provided as Attachment 8 to this solicitation, and available (along with Attachment 7) at the County website for this specific solicitation..

Scope of Work:

Implementation of a quality assurance/measurement and verification program for the Lake County Go Green Get Green rebate program associated with the county's Energy Efficiency and Conservation Block Grant. The Go Green Get Green rebate program, launched on July 5, 2011, provides financial incentives to entice Lake County citizens and businesses to complete energy conservation measures as outlined in the Appendix. The quality assurance program scope of work includes the following five elements:

Task (1): participant feedback,

Task (2): on-site inspections to ensure compliance with equipment eligibility requirements of the Go Green Get Green Program

Task (3): for those rebate applications involving an associated Lake County (unincorporated) building permit, on-site inspections to ensure compliance with the current adopted Florida Building Code,

Task (4): conflict resolution,

Task (5): record keeping and tracking, and

Task (6): measurement and verification.

Task 1: Participant Feedback

Receiving feedback from participants is an important quality assurance mechanism for any program. The goals of soliciting feedback from program participants include determining satisfaction, verifying compliance, identifying problems, and focusing awareness efforts.

The use of surveys is the principle means of collecting participant feedback. In accordance with recognized best practices for conducting survey research, the survey instrument should be short and simple, consisting of no more than five to ten questions. Ideally, it should be administered for each participant in the program. If this is too great of an administrative burden, a sampling interval should be selected to ensure that survey results are representative of the population of participants. The vendor is required to provide completed surveys covering 10% of the total applications. This value is exclusive of surveys completed in conjunction with on-site inspections.

Surveys may be administered in-person, by email, or by telephone. In-person surveys are not recommended except in conjunction with on-site inspections. At least three attempts should be made to obtain a response to each survey (e.g. an initial email, followed by two telephone calls). Each attempt should be made at a specified interval, based on the method employed (e.g. 24 hours between telephone calls). Questions included in the survey should focus on the level of satisfaction with the quality of work done, the level of satisfaction with any contractors involved, and the manner through which the participant found out about the program. Optionally, surveys may include questions regarding compliance with the terms and conditions of specific Energy Conservation Measures (ECMs).

Surveys may be incorporated into the on-site inspection process described below. A sample survey is included in the Appendix. Bidders shall provide a final survey document that includes, at a minimum, the information contained in the sample.

Tasks 2 and 3: On-site Inspection

Inspecting ECMs at the location of installation allows the County to verify compliance, assess quality, and obtain feedback. The results of on-site inspections will permit correction of deficiencies and improvement of program delivery on an on-going basis.

Because on-site inspection of every installed ECM is not feasible, bidders should plan to inspect a quasi-random sample of participants/ECM type, and provide a method for accomplishing the

same. The estimated participation in the Go Green Get Green program is 3,000 businesses and/or households. The successful bidder shall complete an on-site quality inspection of a minimum of 5% of completed jobs. Inspection of jobs involving only replacement of appliances (clothes washer, dishwasher, and refrigerator) shall be included, however, bidders should propose a limited number and designate a maximum percentage for such inspections. Further, all requests for inspection should be granted, if feasible. Issues raised by applications or other information may prompt the County to conduct an inspection. Bidders shall specify proposed inspection interval in their response and may specify a maximum number of inspections to be completed under a lump sum contract.

Certain ECMs will require a permit from Lake County if installed at a location within its jurisdiction (e.g. solar water heaters, heat pump water heaters, HVAC systems, etc.). The successful bidder shall coordinate this code inspection process with the Lake County Building Division. In order to leverage resources, the successful bidder shall strive to incorporate the program's on-site inspection criteria into inspections associated with building permit.

On-site inspections should consist of at least three components, including a discussion with the participant, visual inspection(s) and documentation. During conversation with the participant, the inspector should answer any questions about the inspection and determine whether any concerns about the installed work exist. Participant feedback may be captured by administering the survey instrument discussed in the preceding section. Visual inspection and photographs should verify installation of the ECM or ECMs. It should determine whether the ECM or ECMs has been installed properly. Finally, the inspector should document the inspection. A sample on-site inspection form is included in the Appendix. Bidders shall provide a final on-site inspection form that includes, at a minimum, the information contained in the sample.

Task 4: Conflict Resolution

Participant survey and on-site inspections may uncover conflicts between participants, contractors and the County that must be resolved. The County has limited ability to resolve such conflicts, since corrective measures are the sole responsibility of the participant. However, it is in the interest of the Lake County that installed ECMs function properly and produce expected energy and cost savings. For these reasons, the County should carefully monitor the results of feedback and inspections. Participants or contractors that repeatedly produce conflicts within the program should be identified. Discussions between the successful bidder, the County and these entities may be warranted to reduce conflict. Exclusion of certain participants and/or contractors that repeatedly violate program standards should be done via the program's term and conditions. The County may also be able to enforce the disciplinary process established in the County code of laws for locally licensed contractors.

Task 5: Record Keeping and Tracking

Accurate and transparent record keeping and tracking will provide a foundation for documenting the success of the Go Green Get Green rebate program. Applications submitted by participants for reimbursement, completed surveys, inspection forms and any correspondence related to

corrective action should be organized and tracked via a document control and filing system that supports electronic files and hard copies.

The successful bidder shall keep a comprehensive database, capable of being queried, and must include information from each fill-able field on the rebate application, thus enabling the County to determine target market participation, most successful rebate type, most effective referral method, etc.

The successful bidder shall establish a Web portal, accessible through a secured log in for key County staff, that houses the database and will allow the County real-time access to the data and any reports. In addition to the records noted, data necessary for measurement and verification as indicated on the application forms should be identified, collected and tracked throughout the duration of the program. At the end of the project, the successful bidder shall provide an export of the database for the County's records. Records should be available for review during the performance period by the DOE or any other requestor.

Task 6: Measurement and Verification

The U.S. Department of Energy (DOE) has developed a Recovery Act Benefits Calculator to help grant recipients calculate the impact of implementation of projects, including residential and small commercial retrofits. The calculator, which is available via the web at:

(<http://www1.eere.energy.gov/wip/solutioncenter/calculator/default.aspx>)

or as a downloadable excel spreadsheet, calculates energy savings (in MWh) and greenhouse gas abatement (in metric tonnes of carbon dioxide equivalents or mtCO₂e), among other metrics, based on inputs. The inputs include zip code, number of units (or dollars spent), and tonnage or square foot of home (if applicable). A separate spreadsheet at:

(http://www1.eere.energy.gov/wip/docs/owip_energy_calculator.xls)

calculates energy demand reduction and energy cost savings based on the unit price of energy (e.g. dollars per kilowatt hour) and reduction of electricity consumption (in MWh).

The awarded vendor shall use the referenced tools to measure results of the Go Green Get Green Program in its entirety. In addition to the data records, the consultant shall provide an executive summary detailing the findings and results of the program.

Sample - Participant Satisfaction Survey
Lake County
315 West Main Street, Tavares, FL 32778

Lake County is conducting a survey of participants in its Go Green Get Green Program. The purpose of the survey is to learn more about your experience with the program. The information you provide will help the County improve the quality of its services.

Please take a minute to answer these questions. There are no correct or incorrect responses, only your valued opinions about your experience with the program.

Thank you for your assistance. Your participation is vital to the County's success.

1. How satisfied are you with the energy conservation measure(s) installed in your home or business?

- ☐ Very Satisfied
- ☐ Satisfied
- ☐ Neutral
- ☐ Dissatisfied
- ☐ Very dissatisfied

2. Did a contractor install energy conservation measure(s) in your home or business?

- ☐ No (if no, skip to question 5)
- ☐ Yes

3. How satisfied are you with the contractor?

- ☐ Very Satisfied
- ☐ Satisfied
- ☐ Neutral
- ☐ Dissatisfied
- ☐ Very dissatisfied

4. What is the name of the contractor?

5. How did you learn about the program?

- | | |
|---|--|
| <input type="checkbox"/> Television news story | <input type="checkbox"/> Cable advertisement |
| <input type="checkbox"/> Newspaper story | <input type="checkbox"/> Newspaper advertisement |
| <input type="checkbox"/> Lake County website | <input type="checkbox"/> Magazine advertisement |
| <input type="checkbox"/> Lake County Twitter feed | <input type="checkbox"/> Radio advertisement |
| <input type="checkbox"/> Community event | <input type="checkbox"/> Billboard advertisement |
| <input type="checkbox"/> Radio program | <input type="checkbox"/> Other: _____ |

6. Overall, how satisfied are you with the RSC incentive program?

- ☐ Very Satisfied
☐ Satisfied
☐ Neutral
☐ Dissatisfied
☐ Very dissatisfied

7. Please provide any other feedback you may have about the RSC incentive program.

Sample On-site Inspection Form

On-site Inspection Form Lake County 315 West Main Street, Tavares, FL 32778	
Installation Address: _____	
City: _____	Zip : _____
Contractor Name: _____	
Contractor Address: _____	
City : _____	Zip : _____
Installation Type: <input type="checkbox"/> Residential <input type="checkbox"/> Commercial	
ECM Inspected:	
<input type="checkbox"/> Duct test & repair (C1) <input type="checkbox"/> Duct test & repair (R2) <input type="checkbox"/> Radiant barrier (R6)	<input type="checkbox"/> Heat pump (C2) <input type="checkbox"/> Heat pump (R3) <input type="checkbox"/> Solar water heater (R7)
<div style="display: flex; justify-content: space-between;"> <div style="width: 45%;"> <input type="checkbox"/> Indoor lighting (C2) <input type="checkbox"/> H.P. water heater (R4) <input style="border: 2px solid blue;" type="checkbox"/> Appliance (R1) – Type _____ </div> <div style="width: 45%;"> <input type="checkbox"/> Occupancy sensor (C4) <input type="checkbox"/> Prog. thermostat (R5) </div> </div>	
On-site Inspection Findings:	
All technical standards for installation have been met.	
Installed measures did not meet all technical installation standards, but no serious deficiencies noted (e.g. use of sealant on ductwork does not meet UL 181AP, UL181AH, occupancy sensor time delay settings are longer than 10 minutes for offices, conference rooms, copy rooms, break rooms, etc. and 30 minutes for restrooms).	
Installed measures did not meet program requirements (e.g. Heat Pump is not ENERGY STAR® Qualified, lamps are not T-8 or T-5 low mercury fluorescent, etc.).	
Measures were not installed correctly (e.g. programmable thermostat is not controlling HVAC system, occupancy sensors do not control lighting, etc.).	
Measures in contracted scope of work not installed (e.g. duct sealing work not completed, radiant barrier not installed, etc.)	
Inspector Name: _____ Phone: _____	

3.1 DEFINITIONS

Addenda: A written change to a solicitation.

Contract: The agreement to perform the services set forth in this document signed by both parties with any addenda and other attachments specifically incorporated.

Contractor: The vendor to whom award has been made.

County: Shall refer to Lake County, Florida.

Modification: A written change to a contract.

Proposal: Shall refer to any offer(s) submitted in response to a Request for Proposal.

Proposer: Shall refer to anyone submitting an offer in response to a Request for Proposal.

Request for Proposal (RFP): Shall mean this solicitation documentation, including any and all addenda. An RFP involves evaluation of proposals, and award may be made on a best value basis with price, technical, and other factors considered.

Solicitation: The written document requesting either bids or proposals from the marketplace.

Vendor: a general reference to any entity responding to this solicitation or performing under any resulting contract.

The County has established for purposes of this Request for Proposal (RFP) that the words “shall”, “must”, or “will” are equivalent in this RFP and indicate an essential requirement or condition, the material deviation from which may not be waived by the County. A deviation is material if, in the County’s sole discretion, the deficient response is not in substantial accord with this RFP’s mandatory requirements. The words “should” or “may” are equivalent in this RFP and indicate very desirable conditions, or requirements but are permissive in nature.

3.2 INSTRUCTIONS TO PROPOSERS**A. Proposer Qualification**

It is the policy of the County to encourage full and open competition among all available qualified vendors. All vendors regularly engaged in the type of work specified in the solicitation are encouraged to submit proposals. Vendors may enroll with the County to be included on a mailing list for selected categories of goods and services. To be recommended for award the County requires that vendors provide evidence of compliance with the requirements below upon request:

1. Disclosure of Employment.
2. Disclosure of Ownership.
3. Drug-Free Workplace.
4. W-9 and 8109 Forms – The vendor must furnish these forms as required by the Internal Revenue Service.
5. Social Security Number – The vendor must provide a copy of the primary owner’s social security card if the social security number is being used in lieu of the Federal Identification Number (F.E.I.N.).
6. Americans with Disabilities Act (A.D.A.).
7. Conflict of Interest.
8. Debarment Disclosure Affidavit.
9. Nondiscrimination.
10. Family Leave.
11. Antitrust Laws – By acceptance of any contract, the vendor agrees to comply with all applicable antitrust laws.

B. Public Entity Crimes

Pursuant to Section 287.133(2)(a) of the Florida Statutes, a person or affiliate who has been placed on the convicted vendor list following a conviction for a public entity crime may not submit a bid on a contract to provide any goods or services to a public entity, may not submit a bid on a contract with a public entity for the construction or repair of a public building or public work, may not submit bids on leases of real property to a public entity, may not be awarded or perform work as a contractor, supplier, subcontractor, or consultant under a contract with any public entity, and may not transact business with any public entity in excess of the threshold amount provided in Section 287.017 of the Florida Statutes, for CATEGORY TWO for a period of 36 months from the date of being placed on the convicted vendor list.

C. Request for Additional Information

Any communication or inquiries, except for clarification of process or procedure already contained in the solicitation, are to be made in writing to the attention of the procurement representative identified in the solicitation no later than five (5) working days prior to the proposal due date. Such inquiries or request for information shall be submitted to the procurement representative in writing and shall contain the requester’s name, address, and telephone number. If transmitted by facsimile, the request should also include a cover sheet with the bidder’s facsimile number.

Procurement Services may issue an addendum in response to any inquiry received, which changes or clarifies the terms, provisions, or requirements of the solicitation. The proposer should not rely on any representation, statement or explanation whether written or verbal, other than those made in this solicitation document or in any addenda issued. Where there appears to be a conflict between this solicitation and any addenda, the last addendum issued shall prevail. It is the proposer’s responsibility to ensure receipt of all addenda, and any accompanying documentation. The proposer is required to submit with its proposal a signed “Acknowledgment of Addenda” form, when any addenda have been issued. Failure to acknowledge each addendum may prevent the proposal from being considered for award.

D. Contents of Solicitation and Proposers’ Responsibilities

It is the responsibility of the proposer to become thoroughly familiar with the requirements, terms, and conditions of this solicitation. Pleas of ignorance of these matters by the proposer of conditions that exist or may exist will not be accepted as a basis for varying the requirements of the County, or the compensation to be paid to the proposer.

E. Restricted Discussions

From the date of issuance of this solicitation until final County action, vendors should not discuss the solicitation or any part thereof with any employee, agent, or any other representative of the County except as expressly authorized by the designated procurement representative. The only communications that shall be considered pertinent to this solicitation are appropriately signed written documents from the vendor to the designated procurement representative and any relevant written document promulgated by the designated procurement representative.

F. Change or Withdrawal of Proposals

Changes to Proposal - Prior to the scheduled proposal due date, a proposer may change its proposal by submitting a new proposal specified in the solicitation with a letter on the firm’s letterhead, signed by an authorized agent stating that the new submittal replaces the original submittal. The new submittal shall contain the letter and all information as required for submitting the original proposal.

Withdrawal of Proposal – A proposal shall be irrevocable unless the proposal is withdrawn as provided herein. A proposal may be withdrawn, either physically or by written notice, at any time prior to the proposal due date. If withdrawn by written notice, that notice must be addressed to, and received by, the designated procurement representative prior to the designated receipt date and time. A proposal may also be withdrawn after expiration of the designated acceptance period, and prior to award, by submitting a letter to the designated procurement representative for the solicitation. The withdrawal letter must be on company letterhead and signed by an authorized agent of the proposer.

G. Conflicts within the Solicitation

Where there appears to be a conflict between the General Terms and Conditions, Special Conditions, the Technical Specifications, the Pricing Section, or any addendum issued, the order of precedence shall be: the last addendum issued, the Proposal Price Section, the Technical Specifications, the Special Conditions, and then the General Terms and Conditions. It is incumbent upon the vendor to identify such conflicts to the designated procurement representative prior to the proposal due date.

H. Prompt Payment Terms

It is the policy of the County that payment for all purchases by County agencies shall be made in a timely manner and that interest

payments will be made on late payments in accordance with Part VII, Chapter 218, Florida Statutes, known as the Florida Prompt Payment Act. The proposer may offer cash discounts for prompt payments; however, such discounts will not be considered in determining the lowest price during proposal evaluation. Proposers are requested to provide prompt payment terms in the space provided on the signature page of the solicitation.

3.3 PREPARATION OF PROPOSALS

- A. The Proposal Pricing Section of this solicitation defines requirements of items to be purchased, and must be completed and submitted with the proposal. Use of any other form or alteration of the form may result in the rejection of the bid.
- B. The proposal submitted must be legible. Bidders shall use typewriter, computer or ink. All changes must be crossed out and initialed in ink. Failure to comply with these requirements may cause the bid to be rejected.
- C. An authorized agent of the proposer's firm must sign the proposal. **FAILURE TO SIGN THE PROPOSAL MAY BE CAUSE TO REJECT THE PROPOSAL.**
- D. The proposer may submit alternate proposal(s) for the same solicitation provided that such offer is allowable under the terms and conditions. The alternate proposal must meet or exceed the minimum requirements and be submitted as a separate proposal marked "Alternate Proposal".
- E. When there is a discrepancy between the unit prices and any extended prices, the unit prices will prevail.
- F. Any proposal received after the designated receipt date through no fault or error of the County will be considered late, and, except under the most exceptional circumstances, may not be considered for award.

3.4 CANCELLATION OF SOLICITATION

The County reserves the right to cancel, in whole or in part, any Request for Proposal when it is in the best interest of the County.

3.5 AWARD

- A. The contract resulting from this solicitation may be awarded to the responsible proposer which submits a proposal determined to provide the best value to the County with price, technical, and other applicable factors considered. The County reserves the right to reject any and all proposals, to waive irregularities or technicalities and to re-advertise for all or any part of this solicitation as deemed in its best interest. The County shall be the sole judge of its best interest.
- B. When there are multiple line items in a solicitation, the County reserves the right to award on an individual item basis, any combination of items, total low bid or in whichever manner deemed in the best interest of the County. This provision specifically supersedes any method of award criteria stated in the solicitation when such action is clearly necessary to protect the best interests of the County.
- C. The County reserves the right to reject any and all proposals if it is determined that prices are excessive or determined to be unreasonable, or it is otherwise determined to be in the County's best interest to do so.
- D. Award of this solicitation will only be made to firms that satisfy all necessary legal requirements to do business with the County. The County may conduct a pre-award inspection of the proposer's site or hold a pre-award qualification hearing to determine if the proposer is capable of performing the requirements of this solicitation.
- E. The proposer's performance as a prime contractor or subcontractor on previous County contracts shall be taken into account in evaluating the responsibility of a proposer that submitted a proposal under this solicitation.
- F. Any tie situations will be resolved in consonance with current written procedure in that regard.
- G. Award of the contract resulting from this solicitation may be predicated on compliance with and submittal of all required

documents as stipulated in the solicitation.

3.6 CONTRACT EXTENSION

The County reserves the unilateral right to extend a contract for up to ninety (90) calendar days beyond the current contract period. In such event, the County will notify the vendor(s) in writing of such extensions. This contract may be extended beyond the initial ninety (90) day extension upon mutual agreement between the County and the vendor(s). Exercise of the above options requires the prior approval of the Director of Procurement Services.

3.7 WARRANTY

All warranties express and implied, shall be made available to the County for goods and services covered by this solicitation. All goods furnished shall be fully guaranteed by the vendor against factory defects and workmanship. At no expense to the County, the vendor shall correct any and all apparent and latent defects that may occur within the manufacturer's standard warranty period. The special conditions of the solicitation may supersede the manufacturer's standard warranty.

3.8 ESTIMATED QUANTITIES

Estimated quantities or dollar values are for proposer's guidance only. No guarantee is expressed or implied as to quantities or dollars that will be used during the contract period. The County is not obligated to place any order for a given amount subsequent to the award of this solicitation. The County may use these estimates to determine the proposer selected for award. Estimated quantities do not contemplate or include possible additional quantities that may be ordered by other government, quasi-governmental or non-profit entities utilizing this contract. In no event shall the County be liable for payments in excess of the amount due for quantities of goods or services actually ordered.

3.9 NON-EXCLUSIVITY

It is the intent of the County to enter into an agreement that will satisfy its needs as described within this solicitation. However, the County reserves the right as deemed in its best interest to perform, or cause to be performed, the work and services, or any portion thereof, herein described in any manner it sees fit. In no case will the County be liable for billings in excess of the quantity of goods or services actually provided under this contract.

3.10 CONTINUATION OF WORK

Any work that commences prior to and will extend beyond the expiration date of the current contract period shall, unless terminated by mutual written agreement between the County and the vendor, continue until completion at the same prices, terms and conditions.

3.11 PROTEST OF AWARD

A vendor wishing to protest any award decision resulting from this solicitation shall do as set forth in the County's Purchasing Procedure Manual. It is incumbent upon the vendor to be aware of the posting of any associated award recommendation. Any protest received after the actual contract award date may be rejected.

3.12 RULES, REGULATIONS AND LICENSES

The vendor shall comply with all laws, ordinances, and regulations applicable to provide the goods and/or services specified in this solicitation. The vendor shall be familiar with all federal, state and local laws that may affect the goods and/or services offered.

3.13 SUBCONTRACTING

Unless otherwise specified in this solicitation, the vendor shall not subcontract any portion of the work without the prior written consent of the County. The ability to subcontract may be further limited by the Special Conditions. Subcontracting without the prior consent of the County may result in termination of the contract for default.

3.14 ASSIGNMENT

The vendor shall not assign or transfer any contract resulting from this solicitation, including any rights, title or interest therein, or its power to execute such contract to any person, company or corporation without the prior written consent of the County.

3.15 DELIVERY

Unless otherwise specified in the solicitation, prices quoted shall be F.O.B. Destination. Freight shall be included in the bid price.

3.16 RESPONSIBILITY AS EMPLOYER

The employee(s) of the vendor shall be considered to be at all times its employee(s), and not an employee(s) or agent(s) of the County or any of its departments. The contractor shall provide employee(s) capable of performing the work as required. The County may require the contractor to remove any employee it deems unacceptable. All employees of the contractor may be required to wear appropriate identification.

3.17 INDEMNIFICATION

To the extent permitted by law, the vendor shall indemnify and hold harmless the County and its officers, employees, agents and instrumentalities from any and all liability, losses or damages, including attorney's fees and costs of defense, which the County or its officers, employees, agents or instrumentalities may incur as a result of claims, demands, suits, causes of actions or proceedings of any kind or nature arising out of, relating to or resulting from the performance of the agreement by the vendor or its employees, agents, servants, partners, principals or subcontractors. The vendor shall pay all claims and losses in connection therewith, and shall investigate and defend all claims, suits or actions of any kind or nature in the name of the County, where applicable, including appellate proceedings, and shall pay all costs, judgments, and attorney's fees which may be incurred thereon. The vendor expressly understands and agrees that any insurance protection required by this Agreement or otherwise provided by the vendor shall in no way limit the responsibility to indemnify, keep and save harmless and defend the County or its officers, employees, agents and instrumentalities as herein provided.

3.18 COLLUSION

Where two (2) or more related parties, as defined herein, each submit a proposal for the same contract, such proposals shall be presumed to be collusive. The foregoing presumption may be rebutted by the presentation of evidence as to the extent of ownership, control and management of such related parties in preparation and submittal of such proposals. Related parties shall mean proposer or the principals thereof which have a direct or indirect ownership interest in another proposer for the same contract or in which a parent company or the principals thereof of one proposer have a direct or indirect ownership interest in another proposer for the same contract. Furthermore, any prior understanding, agreement, or connection between two (2) or more corporations, firms, or persons submitting a proposal for the same materials, supplies, services, or equipment shall also be presumed to be collusive. Proposals found to be collusive shall be rejected. Proposers which have been found to have engaged in collusion may be considered non-responsible, and may be suspended or debarred, and any contract resulting from collusive bidding may be terminated for default.

3.19 MODIFICATION OF CONTRACT

Any contract resulting from this solicitation may be modified by mutual consent of duly authorized parties, in writing through the issuance of a modification to the contract and/or purchase order as appropriate. This presumes the modification itself is in compliance with all applicable County procedures.

3.20 TERMINATION FOR CONVENIENCE

The County, at its sole discretion, reserves the right to terminate this contract upon thirty (30) days written notice. Upon receipt of

such notice, the vendor shall not incur any additional costs under this contract. The County shall be liable only for reasonable costs incurred by the vendor prior to notice of termination. The County shall be the sole judge of "reasonable costs."

3.21 TERMINATION DUE TO UNAVAILABILITY OF FUNDING IN SUCCEEDING FISCAL YEARS

When funds are not appropriated or otherwise made available to support continuation of performance in a subsequent fiscal year, the contract shall be cancelled and the vendor shall be reimbursed for the reasonable value of any non-recurring costs incurred amortized in the price of the supplies or services/tasks delivered under the contract.

3.22 TERMINATION FOR DEFAULT

The County reserves the right to terminate this contract, in part or in whole, or place the vendor on probation in the event the vendor fails to perform in accordance with the terms and conditions stated herein. The County further reserves the right to suspend or debar the vendor in accordance with the appropriate County ordinances, resolutions and/or administrative orders. The vendor will be notified by letter of the County's intent to terminate. In the event of termination for default, the County may procure the required goods and/or services from any source and use any method deemed in its best interest. All re-procurement cost shall be borne by the vendor.

3.23 FRAUD AND MISREPRESENTATION

Any individual, corporation or other entity that attempts to meet its contractual obligations with the County through fraud, misrepresentation or material misstatement, may be debarred for up to five (5) years. The County as a further sanction may terminate or cancel any other contracts with such individual, corporation or entity. Such individual or entity shall be responsible for all direct or indirect costs associated with termination or cancellation, including attorney's fees.

3.24 RIGHT TO AUDIT

The County reserves the right to require the vendor to submit to an audit by any auditor of the County's choosing. The Contractor shall provide access to all of its records, which relate directly or indirectly to this Agreement at its place of business during regular business hours. The vendor shall retain all records pertaining to this Agreement and upon request make them available to the County for three (3) years following expiration of the Agreement. The vendor agrees to provide such assistance as may be necessary to facilitate the review or audit by the County to ensure compliance with applicable accounting and financial standards. This clause is hereby considered to be included within, and applicable to, any subcontractor agreement entered into by the prime contractor in performance of any work hereunder.

3.25 PROPRIETARY/CONFIDENTIAL INFORMATION

Proposers are hereby notified that all information submitted as part of, or in support of proposal submittal will be available for public inspection after the proposal due date in compliance with Chapter 119 of the Florida Statutes (the "Public Record Law"). The proposer shall not submit any information in response to this solicitation, which the proposer considers to be proprietary or confidential. The submission of any information to the County in connection with this solicitation shall be deemed conclusively to be a waiver of any protection which would otherwise be available to the proposer unless such information is exempt or confidential under the Public Records Act.

3.26 CONTRACTING WITH COUNTY EMPLOYEES

Any County employee or member of his or her immediate family seeking to contract with the County shall seek a conflict of interest opinion from the procurement representative designated herein prior to submittal of a response or application of any type to contract with the County. The affected employee shall disclose the

employee's assigned function within the County and interest or the interest of his or her immediate family in the proposed contract and the nature of the intended contract.

3.27 INCURRED EXPENSES

This RFP does not commit the County to make an award nor shall the County be responsible for any cost or expense which may be incurred by any proposer in preparing and submitting a proposal, or any cost or expense incurred by any proposer prior to the execution of a purchase order or contract agreement. By submitting a proposal, the proposer also agrees that the County bears no responsibility for any costs associated with the preparation of the proposal and/or any administrative or judicial proceedings resulting from this solicitation process.

3.28 COUNTY IS TAX-EXEMPT

The County is generally exempt from Federal Excise Taxes and all State of Florida sales and use taxes. Do not include any tax on any item or service. The County will sign an exemption certificate if submitted by the contractor.

Contractors doing business with the County are not exempt from paying sales tax to their suppliers for materials to fulfill contractual obligations with the County, nor shall any contractor be authorized to use any of the County's Tax Exemptions in securing such materials.

In the event the project is declared a sales tax recovery project by the County, the following procedure shall apply:

- (a) The County representative shall make a recommendation to the Division of Procurement Services regarding the materials to be purchased;
- (b) When those materials are purchased by the County, all purchase orders shall be issued directly from Procurement Services;
- (c) The County shall take title to those materials directly from the manufacturer/supplier and shall bear the risk of loss or damage to the materials which are delivered directly from the manufacturer/ supplier;
- (d) The County shall be invoiced directly for the materials from the manufacturer/supplier and shall pay the invoices directly to the manufacturer/supplier, presenting its sales tax exemption certificate at the time of payment.

The cost of any materials purchased through the sales tax recovery program shall be deducted from the contract amount and the vendor shall no longer be responsible for providing those materials. A written change order shall be executed.

3.29 GOVERNING LAWS

The interpretation, effect, and validity of any contract(s) resulting from this RFP shall be governed by the laws and regulations of the State of Florida, and Lake County, Florida. Venue of any court action shall be in Lake County, Florida. In the event that a suit is brought for the enforcement of any term of the contract, or any right arising there from, the parties expressly waive their respective rights to have such action tried by jury trial and hereby consent to the use of non-jury trial for the adjudication of such suit.

3.30 STATE REGISTRATION REQUIREMENTS

Any corporation submitting a proposal in response to this RFP shall either be registered or have applied for registration with the Florida Department of State in accordance with the provisions of Chapter 607, Florida Statutes. A copy of the registration/ application may be required prior to award of a contract. Any partnership submitting a proposal in response to this RFP shall have complied with the applicable provisions of Chapter 620, Florida Statutes. For additional information on these requirements, please contact the Florida Secretary of State's Office, Division of Corporations, 800.755.5111 (<http://www.dos.state.fl.us>).

3.31 PRIME CONTRACTOR

The vendor awarded the contract shall act as the prime contractor for all required items and services and shall assume full responsibility for the procurement and maintenance of such items

or services. The vendor shall be considered the sole point of contact with regard to all stipulations, including payment of all charges and meeting all requirements of this RFP. All subcontractors will be subject to advance review by the County in regards to competency and security concerns. After the award of the contract no change in subcontractors will be made without the consent of the County. The vendor shall be responsible for all insurance, permits, licenses, and related matters for any and all sub-contractors. Even if the subcontractor is self-insured, the County may require the contractor to provide any insurance certificates required by the work to be performed.

3.32 FORCE MAJEURE

The parties will exercise every reasonable effort to meet their respective obligations hereunder, but shall not be liable for delays resulting from force majeure or other causes beyond their reasonable control, including, but not limited to, compliance with any Government law or regulation, acts of nature, acts or omissions of the other party, Government acts or omissions, fires, strikes, national disasters, wars, riots, transportation problems and/or any other cause whatsoever beyond the reasonable control of the parties. Any such cause will extend the performance of the delayed obligation to the extent of the delay so incurred.

3.33 OTHER AGENCIES

With the consent of the vendor, other agencies may make purchases in accordance with the contract. Such purchases shall be governed by the same terms and conditions as stated herein with the exception of the change in agency name.

3.34 NO CLAIM FOR DAMAGES

No claim for damages or any claim other than for an extension of time shall be made or asserted against the County because of any delays. No interruption, interference, inefficiency, suspension, or delay in the commencement or progress of the Work shall relieve the vendor of duty to perform, or give rise to any right to damages or additional compensation from the County. The vendor's sole remedy shall be the right to seek an extension to the contract time. However, this provision shall not preclude recovery of damages by the vendor for hindrances or delays due solely to fraud, bad faith, or active interference on the part of the County.

3.35 TRUTH IN NEGOTIATION CERTIFICATE

For all lump-sum or cost-plus fixed fee agreements exceeding \$150,000, the firm awarded the agreement must execute a truth in negotiation certificate stating that the wage rates and other factual unit costs are accurate, complete and current, at the time of contracting. Any agreement requiring this certificate shall contain a provision that the original agreement price and any additions shall be adjusted to exclude any significant sums by which the owner determines the agreement price was increased due to inaccurate, incomplete, or non-current wage rates and other factual unit costs. All such agreement adjustments shall be made within one (1) year following the end of the contract. Execution of this Agreement constitutes execution of the Truth in Negotiation Certificate.

3.37 GRANT FUNDING

In the event any part of the contract is to be funded by federal, state, or other local agency monies, the vendor hereby agrees to comply with all requirements of the funding entity applicable to the use of the monies, including full application of requirements involving the use of minority firms, women's business enterprises, and labor surplus area firms. Vendors are advised that payments under the contract may be withheld pending completion and submission of all required forms and documents required of the vendor pursuant to the grant funding requirements. A copy of the requirements shall be supplied to the vendor by the County upon request.

RFP TITLE: Marketing and Outreach Functions Under the Lake County Energy Efficiency and Conservation Block Grant (EECBG)

NOTES:

- Lake County is exempt from all taxes (Federal, State, Local). Pricing should be less all taxes. A Tax Exemption Certificate will be furnished upon request.
- The vendor shall not alter or amend any of the information (including, but not limited to stated units of measure, item description, or quantity) stated in the Pricing Section. If any quantities are stated in the pricing section as being “estimated” quantities, vendors are advised to review the “Estimated Quantities” clause contained in Section 3 of this solicitation.
- Each price offered in your RFP shall be a firm-fixed price, exclusive of any tax. Any bid containing a modifying or “escalator” clause not specifically allowed for under the solicitation will not be considered.
- All pricing shall be FOB Destination unless otherwise specified in this solicitation document.
- All pricing submitted shall remain valid for a 90 day period. By signing and submitting a response to this solicitation, the vendor has specifically agreed to this condition.
- **Vendors are advised to visit our website at <http://www.lakecountyfl.gov> and register as a potential vendor. Vendors that have registered on-line receive an e-mail notice when the County issues a solicitation matching the commodity codes selected by a vendor during the registration process.**

ACKNOWLEDGEMENT OF ADDENDA

INSTRUCTIONS: Complete Part I or Part II, whichever applies

Part I:

The bidder must list below the dates of issue for each addendum received in connection with this RFP:

Addendum #1, Dated: _____

Addendum #2, Dated: _____

Addendum #3, Dated: _____

Addendum #4, Dated: _____

Part II:

☐ No Addendum was received in connection with this RFP.

PRICING SECTION**Vendors Must Respond to all Items Listed Below to be Considered for Award**

<u>Item.</u>	<u>Item Description</u>	<u>Estimated Quantity *</u>	<u>Unit</u>	<u>Unit Price</u>	<u>Estimated Price</u>
1	Scope of Work Task 1: Billing price for providing a completed participant feedback survey to the County outside of an on-site inspection.	300	Surveys	\$ _____	\$ _____
2	Scope of Work Task 2: On-site inspection to ensure compliance with the equipment eligibility requirements of the Program.	150	Inspections	\$ _____	\$ _____
3	Scope of Work Task 3: On-Site inspection to ensure compliance with the equipment eligibility requirements of the Program, and to ensure compliance with the current adopted Florida Building Code,	50	Inspections	\$ _____	\$ _____
4.	Scope of Work Tasks 4 thru 6 * Perform all effort necessary to successfully complete Tasks 4 thru 6 stated in Section 2, Scope of Work. The hourly rate inserted for this item shall be the vendor's blended hourly rate for provision of all effort specified in Scope of Work tasks 4 through 6.	1000	Hours	\$ _____	\$ _____

Total Extended Price: \$ _____

* The estimated quantities expressed above are based on an estimated number of 3000 rebate applications, and are included herein for evaluation purposes only. Actual billings will be based strictly on actual quantities for each item. None of the quantities expressed above are to be exceeded by the vendor without specific advance notice by the vendor, and approval of such action by the County. The advance notice shall be provided by the vendor when the vendor completes a total of 75% of the quantity expressed above for each line item.

By Signing This Proposal the Proposer Attests and Certifies That:

- It satisfies all legal requirements (as an entity) to do business with the County.
- The undersigned vendor acknowledges that award of a contract may be contingent upon a determination by the County that the vendor has the capacity and capability to successfully perform the contract.
- The proposer hereby certifies that it understands all requirements of this solicitation, and that the undersigned individual is duly authorized to execute this proposal document and any contract(s) and/or other transactions required by award of this solicitation.

Certification Regarding Acceptance of County Electronic Payable Process

Please certify whether the bidder will accept payment processed through the County's VISA- based electronic payment system: ☐ Yes ☐ No (Check one)

Purchasing Agreements with Other Government Agencies

This section is optional and will not affect contract award. If Lake County awarded you the proposed contract, would you sell under the same terms and conditions, for the same price, to other governmental agencies in the State of Florida? Each governmental agency desiring to accept to utilize this contract shall be responsible for its own purchases and shall be liable only for materials or services ordered and received by it. ☐ Yes ☐ No (Check one)

Certification Regarding Felony Conviction

Has any officer, director, or an executive performing equivalent duties, of the bidding entity been convicted of a felony during the past ten (10) years? ☐ Yes ☐ No (Check one)

Conflict of Interest Disclosure Certification

Except as listed below, no employee, officer, or agent of the firm has any conflicts of interest, real or apparent, due to ownership, other clients, contracts, or interests associated with this project; and, this bid is made without prior understanding, agreement, or connection with any corporation, firm, or person submitting a proposal for the same services, and is in all respects fair and without collusion or fraud.

Exceptions: _____

DUNS Number (Insert if this action involves a federal funded project): _____

General Vendor Information and Proposal Signature:

Firm Name: _____

Street Address: _____

Mailing Address (if different): _____

Telephone No.: _____ Fax No.: _____ E-mail: _____

FEIN No. _____ - _____ Prompt Payment Terms: _____ % _____ Days, net _____

Signature: _____ Date: _____

Print Name: _____ Title: _____

THE FOLLOWING DOCUMENTS ARE ATTACHED

- Attachment 1:** Firm Profile Form
- Attachment 2:** Team Composition Form
- Attachment 3:** Similar Projects/Reference Form
- Attachment 4:** Monthly Progress Report
- Attachment 5:** Go Green Get Green Rebate Program Standards
- Attachment 6:** Go Green Get Green Rebate Program Application

The following documents are attached to this document by reference. They are available for review and download at the County website for this specific solicitation:

- Attachment 7:** Special Terms and Conditions for EECBG Grant DE-EE0000786/001
- Attachment 8:** Private Provider Plan Compliance Affidavit, Form 9B-3.053-2002-02

ATTACHMENT 1: FIRM PROFILE FORM

1. Firm (or joint venture) Name & Address:	1e. Licensed to do business in the State of Florida? _____ Yes _____ No
	1f. Name, Title & Telephone Number of Principal to Contact
1a. FEIN # _____	1g. Address of office to perform work, if different from Item 1.
1b. Year Firm was established _____ 1c. Are you a "Not for Profit" 501(c)(3) organization? Yes _____ No _____ If you answered yes, please provide proof. 1d. Firm is a Certified Minority Business Enterprise Yes _____ No _____	
2. Please list number of people by discipline that your firm/joint venture will commit to the County's project.	
3. If submittal is by joint venture, list participating firms and outline specific areas of responsibility (including administrative, technical, and financial) for each firm: 3a. Has this joint venture previously worked together? Yes _____ No _____	

ATTACHMENT 2: TEAM COMPOSITION

Brief resumes of prime consultant(s) and other key persons who shall be assigned to the project. Utilize one sheet per person. (Brief resumes and additional information may be attached.)

Name:
Title:
Project assignment:
Name of firm with which associated:
Years of experience: With this firm _____ With other firms _____
Education: Certifications/Degree(s)/year/school/specialization:
Other experience and qualifications relevant to the proposed project:

ATTACHMENT 3: SIMILAR PROJECTS FORM

Work by firm or individual which best illustrates current qualifications relevant to the County's project that has been/is being accomplished by personnel that shall be assigned to the County's project. List no more than ten (10) projects. (This form may be reproduced.)

<u>Project Name, Entity Name, Address & Location</u> Project Manager (from your firm):	<u>Contact Person:</u> <u>Title:</u> <u>Telephone Number:</u>
Completion Date (Actual or Estimated) _____ Estimated Project Cost: \$_____ Work for which you firm was/is responsible: \$_____	
<u>Scope of Entire Project:</u> List the tasks accomplished (Attach samples of deliverables, outlines or descriptions of items).	
<u>Firm's personnel (name/project assignment) that worked on the stated project that shall be assigned to the County's project.</u>	

Lake County EECBG Attachment 4 – Monthly Progress Report	
Grantee Agreement No.:	DE – EE0000786/001 County of Lake, FL
Sub-Recipient Name:	
Sub-Recipient Address:	
Sub-Recipient's Representative:	
Monthly Reporting Period:	
Project Number and Title:	
A. Provide a summary of project accomplishments to date. Include a comparison of actual accomplishments to the objectives established for the period. If goals were not met, provide reasons why.	
B. Provide an update on the number of jobs created or retained. Include accounting of hours worked by staff and/or subcontractors. If applicable, quantify the reduction of greenhouse gasses and the energy saved in kWh or BTU.	
C. Provide an update on the estimated time for completion of the project and an explanation for any anticipated delays.	
D. Provide any additional pertinent information.	

E. Identify below, and attach copies of, any relevant work products being submitted for the project for this reporting period.				
F.	Provide a project budget update:			
	Task Number or Description (if applicable)	Total Project Budget	Amount Invoiced Prior to this Reporting Period	Amount Invoiced this Reporting Period
				Project Balance
G.	Metrics Reporting			
	Number and Type of Systems Improved:			
	Number	Type		

ATTACHMENT 5: Go Green Get Green Rebate Program Standards

Lake County's **GO GREEN GET GREEN** Rebate Program offers residents and small commercial business owners incentives for energy-efficiency upgrades to their structures. The rebate program is available for Lake County residents (Energy Star Appliance rebate only) and property owners and will reimburse a portion of certain energy-efficiency measures that qualify for the program. **The program is a one-time, first-come, first-served rebate program, and participation in the program began on July 5, 2011.**

General Requirements

- When applying for reimbursement, the following items will need to be submitted:

A **fully completed application and supporting documentation** must be submitted to the County via U.S. mail to “Go Green Get Green”, P.O. Box 7800, Tavares, FL 32778-7800; delivered in-person to the Department of Community Services located at 1300 S. Duncan Drive, Building E, Tavares; by email at GoGreen@LakeCountyFL.gov; or online at www.GoGreen.LakeCountyFL.gov.

Proof of residency for appliance rebate and **proof of ownership** for all other rebates must be submitted with the application.

- **For Residential:** Energy Star Appliances – Florida issued ID and/or utility bill clearly showing applicant's name and address. For all other rebates, proof of ownership (i.e. property record card).
- **For Business:** Proof of ownership (i.e. property record card) **and** utility bill showing usage of 50 kilowatts or less (less than 20,000 kilowatt hours per month).

A **copy of a dated sales receipt and/or invoice showing details**, including total costs of the purchase and/or repair must be submitted with the application, which could include any permitting fees, sales tax, and installation costs as an example. All appliances installed in association with this program must be purchased from a [Lake County retailer](#). Online purchases do not qualify. Contractors are strongly encouraged to use Lake County retailers for equipment and supply purchases associated with all other upgrades under this program.

- With the exception of the Energy Star Appliances rebate, all upgrades are required to be completed by a contractor who is registered or certified with the State of Florida with a qualified license and must be registered as a licensed contractor in Lake County.
- If the rebate being applied for requires a contractor to perform the work, the contractor must complete the “Contractor Affirmation” portion of the application. The contractor may assist the applicant with rebate form completion/submittal.
- Participations may be subject to an in-home/in-business quality inspection.
- In order to be eligible for rebates, appliances and energy conservation measures must be installed in a structure located within unincorporated Lake County or in an incorporated municipality in Lake County.

- Participants must apply for a rebate within the timeframe stated below:

Residential Upgrades	Apply within
Energy Star Appliances	After May 1, 2010
Duct Test and Repair	60 days of test/repair
Heat Pump	After December 1, 2010
Heat Pump Water Heater	60 days of replacement
Programmable Thermostat	60 days of replacement
Radiant Barrier	60 days of installation
Solar Water Heater	60 days of replacement
Small Business Upgrades	Apply within
Duct Test and Repair	60 days of test/repair
Heat Pump	After December 1, 2010
High Efficiency Indoor Lighting	60 days after completion
Occupancy Sensor	60 days after completion

- Participants may not be employed by the Lake County Board of County Commissioners (BCC) nor can the structure where the energy efficiency measure will be installed or performed, or for which an energy efficient appliance has been purchased, be owned, partially owned or occupied by a Lake County BCC employee.

ENERGY STAR® Qualified Appliances Program (Residential Only)

Lake County residents who replace an existing clothes washer, dishwasher or refrigerator with a new ENERGY STAR® qualified appliance after May 1, 2010 may apply for a rebate as indicated below. All clothes washers, dishwashers or refrigerators that have earned the ENERGY STAR® certification are eligible for the rebate. ENERGY STAR® appliances feature the familiar logo on the front of the product and on the product packaging. Visit www.energystar.gov for a complete list of ENERGY STAR® qualified appliances. Applicants may apply for rebates for multiple appliance types. However, rebates are limited to one appliance per appliance type, per household.

Incentive(s)	Rebate
ENERGY STAR® Clothes Washer	\$350
ENERGY STAR® Dishwasher	\$100
ENERGY STAR® Refrigerator	\$200

Duct Test and Repair Program

Lake County residents and small commercial businesses who have their heating and cooling duct system tested and complete prescribed repairs after July 4, 2011 may apply for a rebate as indicated below.

Residents and businesses must have centrally ducted heating and cooling in their structure. Structures with inaccessible duct systems are not eligible. For customers of Progress Energy, the duct test must be performed by a Progress Energy representative as part of Progress Energy's Duct Check program. Ducts must be sealed using mastic or a combination of mastic and mesh, pressure sensitive foil tape (UL 181AP) or heat sensitive foil tape (UL 181AH). If a foil tape is used it must be applied so that the duct board scrim pattern is visible through the tape.

Incentive	Rebate
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Residential and Small Commercial Business Duct Test and Repair

\$70

ENERGY STAR® Qualified Heat Pump Program

Lake County residents and small commercial businesses that replace an existing heat pump with an ENERGY STAR® Qualified air source heat pump after December 1, 2010 may apply for a rebate as indicated below. All air-source heat pumps that have earned the ENERGY STAR® certification are eligible for the rebate. Visit the Consortium for Energy Efficiency's website (www.ceedirectory.org) for a directory of ENERGY STAR® qualified heat pumps. Rebates are limited to one ENERGY STAR® Qualified heat pump water heater per household or business.

Incentive	Rebate
ENERGY STAR® Qualified Heat Pump	15% of total cost*, up to \$500

* Total cost includes permit, equipment, installation, sales tax, etc

ENERGY STAR® Qualified Heat Pump Water Heater Program (Residential Only)

Lake County residents who replace an existing electric water heater with a new ENERGY STAR® Qualified heat pump water heater after July 4, 2011 may apply for a rebate as indicated below. Participants must replace an existing electric water heater with a new ENERGY STAR® qualified heat pump water heater. All heat pump water heaters that have earned the ENERGY STAR® certification are eligible for the rebate. Visit www.energystar.org for a directory of ENERGY STAR® qualified heat pump water heaters. Rebates are limited to one heat pump water heater per household.

Incentive	Rebate
ENERGY STAR® Qualified Heat Pump water heater	25% of total cost*, up to \$500

* Total cost includes permit, equipment, installation, sales tax, etc

Programmable Thermostat Program (Residential Only)

Lake County residents who install a programmable thermostat after July 4, 2011 may apply for a rebate as indicated below. All programmable thermostats are eligible for the rebate. All thermostats removed must be disposed of in accordance with applicable Federal, State, and Local waste disposal regulations. Rebates are limited to two programmable thermostats per household.

Incentive	Rebate
Programmable Thermostat	\$50

Radiant Barrier (Residential Only)

Lake County residents who install a radiant barrier in their attic after July 4, 2011 may apply for a rebate as indicated below. The radiant barrier must be installed in a residence with central air conditioning. Homes cooled by window A/C units are not eligible for this rebate. The radiant barrier must have a radiant heat rejection rating (reflectivity) of at least 95% and an emissivity rating of 0.05. The radiant barrier must be installed on the underside of the top cord of the roofing truss or rafter and vented from the eave to the ridge vents or off the ridge vents. Radiant barrier spray does not qualify for this rebate.

Incentive	Rebate
Radiant Barrier	\$0.30 per square foot, up to \$500

Solar Water Heater System (Residential Only)

Lake County residents who replace an existing electric water heater with a new solar water heater after July 4, 2011 may apply for a rebate as indicated below. All solar water heater systems approved by the Florida Solar Energy Center (FSEC) that replace old electric water heaters are eligible for the rebate. Replacements of gas water heaters with FSEC approved solar water heater systems are not eligible for the rebate. Visit FSEC's [website](#) for a complete list of approved solar water heater systems.

Incentive	Rebate
FSEC approved Solar Water Heater System	\$600

High Efficiency Interior Lighting

Lake County small businesses that implement a qualified efficient indoor lighting replacement or retrofit after July 4, 2011 may apply for a rebate as indicated below. Replacements and/or retrofits of T-12 fluorescent lighting with T-8 or T-5 low mercury fluorescent lamps and high frequency electronic ballast are eligible for the rebate. T8 and T5 low mercury fluorescent lamps must be EPA Toxicity Characteristic Leaching Procedure compliant. Electronic ballasts must be Underwriters Laboratories (U.L.) listed or listed by another nationally recognized testing organization in accordance with U.L. standards. Electronic ballast must have a power factor of at least 90% and total harmonic distortion of no more than 20%. Replacements and/or retrofits must result in a reduction in the kilowatts (kW) utilized for lighting. Resulting light levels must meet or exceed Illuminating Engineering Society of North America (IESNA) recommended standards. Participants must replace or retrofit existing T-12 fluorescent lighting with T-8 or T-5 low mercury fluorescent lamps and high frequency electronic ballast. All lamps and ballasts removed must be disposed of in accordance with applicable Federal, State, and Local waste disposal regulations.

Incentive	Rebate
High Efficiency Interior Lighting	\$30 per Fixture, up to \$1000

Occupancy Sensor Program

Lake County small businesses that implement a qualified occupancy sensor installation after July 4, 2011 may apply for a rebate as indicated below. Occupancy sensors can be infrared, ultrasonic, or combination technology; and wall switch replacement type or wall / ceiling mounted type. At least 100 Watts of incandescent, halogen, fluorescent, or LED lighting must be controlled by each occupancy sensor. Recommended time delay settings are 10 minutes for offices, conference rooms, copy rooms, break rooms, etc., and 30 minutes for restrooms. Occupancy sensors and associated equipment must be Underwriters Laboratories (U.L.) listed or listed by another nationally recognized testing organization in accordance to U.L. standards. Participants must install occupancy sensor(s) that control interior incandescent, halogen, fluorescent, or LED lighting.

Incentive	Rebate
Occupancy Sensor – Wall Switch Replacement	\$20 per Sensor, up to \$500
Occupancy Sensor – Wall or Ceiling Mounted	\$50 per Sensor, up to \$500

ATTACHMENT 6: Go Green Get Green Rebate Program Application

General Information:	
Application Type: <input type="checkbox"/> Residential <input type="checkbox"/> Small Commercial Business	
Name: _____	
Installation Address*: _____	
*Installation address must be located within a Lake County municipality or within unincorporated Lake County.	
City: _____ State: _____ Zip: _____	
Mailing Address (if different): _____	
City: _____ State: _____ Zip: _____	
Phone: _____ Email: _____	
<input type="checkbox"/> Clay Electric <input type="checkbox"/> Leesburg Electric <input type="checkbox"/> Mount Dora Electric <input type="checkbox"/> Progress Energy <input type="checkbox"/>	
Electric Provider: Sumter Electric	
Electric Provider Account Number: _____	
Appliances (Residential Only):	
Product Type: <input type="checkbox"/> Clothes Washer <input type="checkbox"/> Dishwasher <input type="checkbox"/> Refrigerator	
Manufacturer: _____ Model Number: _____	
Purchase Price: _____ Purchase Date: _____	
Duct Test & Repair:	
Test Method: <input type="checkbox"/> Pressure Pan <input type="checkbox"/> Duct Blaster <input type="checkbox"/> Blower-door <input type="checkbox"/> Flow Hood	
Pre-Repair Duct Leakage (CFM): _____ Post-Repair Duct Leakage (CFM): _____	
Total HVAC System Size (tons): _____	
Description of Repairs: _____	
Cost of Test: _____ Cost of Repair: _____	
Date of Test: _____ Date of Repair: _____	
Heat Pump:	
Manufacturer: _____ Model Number: _____	
SEER**: _____ Size in BTU's**: _____ Est. Age of Replaced Unit (years): _____	
Installed Price: _____ Date of Installation: _____	
Heat Pump Water Heater (Residential Only):	
Manufacturer: _____ Model Number: _____	
Capacity (gallons): _____ Efficiency Factor (EF): _____ Est. Age of Replaced Unit (years): _____	
Installed Price: _____ Date of Installation: _____	

SECTION 5 – ATTACHMENTS

ITB Number: 11-0208

Installation: _____			
Programmable Thermostat (Residential Only):			
Manufacturer: _____		Model Number: _____	
Installed Price: _____		Date of Installation: _____	
Radiant Barrier (Residential Only):			
Manufacturer: _____		Product Name: _____	
Ceiling Area (in square feet): _____		Installed radiant barrier area (in square feet): _____	
Installed Price: _____		Date of Installation: _____	
Solar Water Heater System (Residential Only):			
Florida Solar Energy Certification No.: _____			
Manufacturer: _____		Model Number: _____	
Collector Number: _____		Serial Number(s): _____	
Installed Price: _____		Date of Installation: _____	
		Rated BTU ⁺⁺ Output: _____	
Occupancy Sensor Lighting Controls (Small Business Only):			
No. of Wall Switch Sensors: _____		Total Lighting Watts Controlled: _____	
No. of Wall/Ceiling Sensors: _____		Total Lighting Watts Controlled: _____	
Installed Price: _____		Date of Installation: _____	
High Efficiency Interior Lighting (Small Business Only):			
Lighting Removed:	No. of Lamps: _____	Watts per lamp: _____	No. of Ballasts: _____
Lighting Installed:	No. of Lamps: _____	Watts per lamp: _____	No. of Ballasts: _____
Installed Price: _____		Date of Installation: _____	

How did you hear about the 'Go Green Get Green' program?	
<input type="checkbox"/> County Website <input type="checkbox"/> Door Hanger or Rack Card <input type="checkbox"/> News Media <input type="checkbox"/> Public Meeting/Presentation <input type="checkbox"/> Trim Notice/Tax Bill	
<input type="checkbox"/> Print Advertisement (circle one): Lake Sentinel/ Lake Magazine <input type="checkbox"/> Newsletter Article <input type="checkbox"/> Social Media (Facebook/Twitter)	
<input type="checkbox"/> Referral from a business, individual or organization – Name: _____	
<input type="checkbox"/> Other: _____	

Contractor Affirmation (not needed for Residential Appliance Rebate):

Contractor Company
Name: _____

Certification/License⁺: _____ Number: _____

I, _____ certify that the following energy conservation measures (ECMs) (check all that

apply) has been thoroughly tested, repaired, and or/installed, and the ECMs meet the 'Go Green Get Green' program standards and equipment eligibility requirements.

☐ Duct Test/Repair ☐ Heat Pump ☐ Heat Pump Water Heater ☐ Radiant Barrier ☐ Solar Water Heater

☐ High-Efficiency Interior Lighting ☐ Occupancy Sensor Lighting

Did you create any new jobs as a result of the program? ☐ Full-time. How many? _____ ☐ Part-time. How many? _____

Specify the total number of hours dedicated to completing the work stated in the application: _____

Contractor Signature: _____ Date: _____

Applicant Affirmation:

I, _____ certify that the above energy conservation measures were completed and that all

of the information provided is accurate. I have read and fully understand the program standards and acknowledge that an in-home/in-business quality inspection by the County designated representative may be required.

Applicant Signature: _____ Date: _____

* Cubic feet per minute | ** Seasonal Energy Efficiency Ratio | + Contractor must be registered or certified with the State of Florida with a qualified license and be registered as a licensed contractor in Lake County. In order to be eligible for Progress Energy rebates, contractors must be approved by them. | ++ British Thermal Units